

UNITED STATES GOVERNMENT

Memorandum

TO : CIA Records Administration Officer

DATE:

FROM : Area Records Officer, Office of Logistics

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

REF: Memorandum from CIA Records Administration Officer dated
17 June 1963, same subject as above

1. In compliance with the request contained in the referenced memorandum, the following figures represent the records holdings for the Office of Logistics.

a. Cubic feet of records on hand
1 July 1962 5336.4

b. Cubic feet of records destroyed
in offices during FY 1963 261.0

c. Cubic feet of records on hand
30 June 1963 6326.1

2. The inventory of filing equipment in use in the Office of Logistics as of 30 June 1963 is listed below.

a. Safes

(1) 4-drawer 279

(2) 5-drawer 22

(3) 2-drawer 45

(4) Single door--open 1

b. Cabinets

(1) 5-drawer 180

(2) 4-drawer 29

(3) 2-drawer 6

25 YEAR RE-REVIEW

JL 3 3363

**SUBJECT: Annual Report of Records Holdings and Equipment
Inventory**

(4) Card cabinets	60
(5) Kardex	22
(6) 30-drawer--for addressograph plates	2

c. Map Cases

An average of 3-sections high with 5 drawers to each section	28
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d. Other

(1) Tub files	3
(2) Map racks	3
(3) Plan holders (12 sections)	2
(4) Bookcases	51

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